

# YOUTH SERVICES POLICY

<b>Title:</b> Physical Examinations, Essential Functions and Special Requirements for Probation and Parole Officers/Juvenile <b>Next Annual Review Date:</b> 05/18/2013	<b>Type:</b> D. Community Based Services <b>Sub Type:</b> 2. Personnel <b>Number:</b> D.2.1
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<b>References:</b> ACA Standard 2-7037 (Juvenile Probation and Aftercare Services), 2-CO-1C-01, 2-CO-1C-19 (Administration of Correctional Agencies); YS Policies A.2.7 "Drug Free Workplace", and A.2.12 "Personnel Records"	
<b>STATUS: Approved</b>	
<b>Approved By:</b> Mary L. Livers, Deputy Secretary	<b>Date of Approval:</b> 05/18/2012

## I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary

## II. PURPOSE:

To establish procedures for the pre-employment health screening/physical examination, mental health and drug screenings of applicants for the position of Probation and Parole Officer / Juvenile.

## III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Undersecretary, Deputy Undersecretary, Chief of Operations, Deputy Assistant Secretary - Community Based Services, Probation and Parole Regional Managers/Juvenile, Probation and Parole Supervisors/Juvenile and Probation and Parole Officers/Juvenile.

## IV. DEFINITIONS:

**Agency** - Youth Services, Office of Juvenile Justice.

**Community Based Services (CBS)** - formerly known as the Division of Youth Services, including the regional field offices located throughout the state.

**Conditional Offer of Employment** - an offer of employment made to an applicant dependent on certain conditions and/or results.

**Drug Screen** - a method designed to detect illegal or prescription drug use, usually through a swab or urine sample provided by an employee or potential employee.

**Essential Functions** - basic job duties that an applicant/employee must be able to perform, with or without reasonable accommodation.

**Human Resources** - section responsible for monitoring and processing of all personnel/payroll actions in accordance with Civil Service rules and regulations, departmental/agency policies and procedures, and federal and state laws.

**Probation and Parole Officer 1, 2, and 3/Juvenile (PPO/J)** - includes CBS probation officers.

## V. POLICY:

It is the Deputy Secretary's policy that applicants for the position of PPO/J must undergo a physical examination, medical screening, mental health screening, and drug screening following a conditional offer of employment. The results of the physical examination, medical, mental health and drug screening must certify that the applicant is suitable for duty and is capable of performing the essential functions of a PPO/J. A PPO/J may be required to take and pass a subsequent physical examination, medical, mental health and drug screening if there are indications that he/she is unable to perform his/her assigned duties.

## VI. PROCEDURES:

- A. After a conditional offer of employment is given to an applicant for the position of PPO/J, the following must be accomplished:
  1. A drug screen will be conducted by the Regional Manager or designee. For any swab or urine drug screens that are returned positive for substance use through completion of the Drug Screen Form [Attachment D.2.1(d)] the Regional Manager must forward the information to HR who will offer the applicant an opportunity to take a confirmatory drug test at the applicant's expense.
  2. The applicant must pass a criminal background check.
  3. The Pre-Employment Health Information Form [Attachment D.2.1 (a)], Essential Functions Form [Attachment D.2.1(b)] and Special Requirements Form [Attachment D.2.1(d)] must be completed by the applicant. All required signatures must be obtained and dated.
  4. Once the criminal background check has cleared, the applicant/prospective employee may obtain a physical examination by locating a medical provider with the assistance of the Regional Manager. If the applicant chooses a licensed physician of their choice, the exam will be at the applicant's own expense.
  5. The identified licensed physician shall review the Pre-Employment Health Information Form and Essential Functions Form prior to conducting the physical/medical examination. The identified physician must complete the forms following the exam.

6. Results of the medical exam must be returned to the requesting regional office in an envelope sealed by the physician along with the results of the drug screen, if applicable.
  7. If a medical clearance was not obtained or requires further evaluation, the applicant must provide the signed Pre-Employment Health Information and Essential Functions forms to the Regional Manager indicating the results and need for further evaluation. The Regional Manager shall forward the information to HR who will notify the applicant of his/her responsibility to obtain further evaluation by a licensed physician for the specified medical/mental condition.
- B. The Pre-employment examination and drug screen results shall be forwarded to HR, where the results shall be maintained in a confidential file separate from the employee's personnel file.

**Previous Regulation/Policy Number:** DYS Policy 2.1

**Previous Effective Date:** 12/1/04

**Attachments/References:**

